

**Agency:** Indiana Department of Environmental Management  
**Job Title:** Environmental Scientist 3 – Nonpoint Source Project Manager  
**Location:** IDEM – IGCN  
Indianapolis, Marion County, IN

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**Hire Salary**

Minimum annual salary \$33,904

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**Job Description**

This position resides within the NPS/TMDL Section of the Office of Water Quality Watershed Branch, Indiana Department of Environmental Management. The person in this position reports to the Section Chief and Team Leader, and is responsible for managing projects related to Nonpoint Source pollution. Major job duties include - grant project management, correspondence and presentations, assistance with development of project proposals, and conduct outreach and education on nonpoint source pollution issues.

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**Responsibilities**

**Manage Projects** - employee develops and reviews draft contracts, develops duties and budgets for contracts; contacts contractor as needed to finalize contract; meets with contractor a minimum of quarterly, and review progress with contract duties and financial management; provides guidance in the completion of projects. Assists with closing out projects. Reviews proposals, claim vouchers, in-kind match documentation, cost-share forms, quarterly reports, and final reports for accuracy and compliance with USEPA guidance, the Indiana NPS Management Plan, and agency requirements. Project documents must be prepared, reviewed, or routed in time to meet agency requirements for grant cycle deadlines. Site visit reports shall be prepared within seven working days of the visit and entered into the computer project file. Project managers will manage all projects assigned to them by the Section Chief or Team Leader.

**Correspondence and presentations** - employee researches and prepares public presentation material, letters, and memos related to NPS and watershed projects. Drafts letters and reports and submits all to Section Chief for review. Reviews and updates contract files. Responds to all telephone calls, letters, and other requests for information concerning NPS pollution and the NPS Program. Correspondence shall be presented in professional manner and prepared according to direction from the Section Chief or Team Leader. Project deadlines will be set by the Section Chief or Team Leader.

**Development of Project Proposals** - employee assists clients with development of Section 319 project proposals. Meets with interested potential clients to explain the NPS Program and Section 319 grants process; advises and assists clients with the development of clear, concise, eligible proposals that address environmental concerns in a manner consistent with the NPS Management Plan and program objectives. All proposals must be developed in accordance with USEPA guidance for Section 319 programs and must address objectives of the NPS Management Plan. Potential sponsors will be made aware of information that may affect the eligibility of their projects. Clients will be assisted to meet proposal submission deadlines when feasible or as directed by the Section Chief.

**Conduct outreach and education** - employee attends meetings of partner agencies and groups as directed; attends meetings conducted by project sponsors; assist with displays and presentations for program outreach; makes presentations in support of NPS program goals; assist clients with development of watershed plans. At all times the information presented must accurately reflect the NPS Program and the Agency. Project deadlines will be assigned by the Section Chief or Team Leader.

**Complete other duties as assigned** - employee works to timely complete special projects as assigned by the Section Chief. Performance judged on established deadlines and specific outcomes determined by the Section Chief.

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**Qualifications**

Four (4) years full-time professional experience in an environmental or environmental public health field or related experience. Substitution: Accredited college training may substitute for the required experience with a maximum substitution of four (4) years. (Concentration in Biology, Biophysics, Business Administration, Cartography, Chemistry, Engineering, Environmental Affairs, an Environmental Science, Geology, Mathematics, Microbiology, Natural Resources, Physics, Public Administration, Public Affairs, Public Health, or a related area required.)

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**Additional Comments**

We are looking for a highly motivated, self-starting job person who can manage multiple tasks and deal professionally with complex questions. Persons with experience in grants management, non-point source pollution, and local watershed planning are highly encouraged to apply. Familiarity with GIS mapping and Section 319 Nonpoint source grants is desirable.

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**Benefits**

The State of Indiana offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans, and accrued leave.

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**Equal Employment Opportunity**

The State of Indiana is an Equal Opportunity Employer

**PLEASE APPLY BY - 01/10/2008**

Start you job application online here:

<http://www.in.gov/jobs/stateemployment/fe/apply.html>

When prompted to search for open positions, type "nonpoint" (no quotes) in the Basic Search or type Job ID Number 552843 in the Advanced Search.